

**~ INSPECTION CHECKLIST ~
FOR CERTIFICATE OF OCCUPANCY**

*Multi-Family and Commercial Projects
Planning & Development Engineering Items (Exterior)*

- Letter of Credit submitted for infrastructure (if applicable).
- All pavement must be in – especially around perimeter.
- All curbing must be installed, including edges of future phases.
- All parking spaces must be striped, including handicap spaces.
- Spot check dimensions of spaces and circulation aisles. (9'x18' with 2' overhang or 9'x 20' without overhang; 2-way circulation aisles must be 23' wide; 1-way can be 20'wide)
- All islands must be curbed raised, and either planted or bricked (decorative pavers, stamped colored concrete O.K.) and located as shown on approved plans.
- The Dumpster screening must be installed as shown on approved plans.
- The landscaping must be installed and appear to be similar to approved plan.
- The site must be clean and free of construction debris, equipment, job shacks, sand, dirt, etc.
- The development, construction, and finance signs must be removed.
- The adjacent lots disturbed during construction must be returned to original conditions (graded, seeded, or sodded, and all debris removed).
- Handicap ramps must be installed.
- Handicap signs must be installed.
- Fire lanes must be painted in locations shown on approved plan.
- Detention *with groundcover* must be installed and located as shown on approved plan. Look to see if water can get into and out of the pond per the approved plans.
- If grass is the ground cover to be used for general landscape and detention requirements, the sod must be installed or there must be evidence that the area has been seeded or hydromulched.

**IF ANY OF THE ITEMS HAVE NOT BEEN COMPLETED, PLEASE CONTACT THE
PROJECT MANAGER IN CHARGE OF THE PROJECT AT 979.764.3570**